

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE THE “EXPEDITED PROCESS ORDER TO APPEAR”

USE THIS FORM only if you are trying to make someone obey a court order for child support, medical insurance coverage, spousal maintenance/support, custody, and/or parenting time (formerly known as “parent/child access” or “visitation”). Match the numbered instructions to the numbers on the “**Expedited Process Order to Appear**”. Only fill out the areas on the form that match the numbers below. **TYPE OR PRINT USING BLACK INK ONLY.**

- | NUMBER | INSTRUCTION |
|--------|--|
| (1) | YOUR name, address, home telephone number and DAYTIME telephone number (the phone number where you can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. or where a message may be left for you). If your daytime phone number is the same as your home phone number, enter your home phone number as your daytime phone number. |
| (2) | If you have NOT obtained the services of an attorney, check the box “Representing Self”. If you HAVE obtained the services of an attorney, the attorney must write in YOUR name. |
| (3) | If you have hired an attorney, the attorney must provide his/her State Bar number. |
| (4) | If you are requesting enforcement of your child support order and you have an application with the State of Arizona, Department of Economic Security for enforcement of your child support order, list your ATLAS number. |
| (5) | Name of the person listed as the petitioner on the court order(s) for support, medical insurance coverage and/or parenting time. |
| (6) | Name of the person listed as the respondent on the court order(s) for support, medical insurance coverage and/or parenting time. |
| (7) | Superior Court of Arizona in Maricopa County case number listed on the court order(s) for support, medical insurance coverage and/or parenting time. This number starts with “ DR ”, “ D ” or “ FC .” |
| (8) | Name of the party being served with the “ Expedited Process Request to Enforce ” and “ Expedited Process Order to Appear .” |
| (9) | Address of the party being served with the “ Expedited Process Request to Enforce ” and “ Expedited Process Order To Appear .” |

NOTICE TO THE FILING PARTY: Expedited Services will require proof of service (a copy of the Affidavit of Service or other official proof of service) before a conference will be scheduled. It is the filing party’s responsibility to provide proof of service to Expedited Services. Proof of service may be hand delivered, mailed or faxed to:

Clerk of the Superior Court
Family Support Center/Support Services
201 West Jefferson, 1st Floor
Phoenix, Arizona 85003
Fax Number: (602) 506-5764

FAILURE to provide proof of service will prevent or delay the scheduling conference.